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Faculty Meeting Minutes & Agendas

Communication Disorders & Sciences

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1-9-2013

# January 9, 2013

Communication Disorders & Sciences

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## Communication Disorders & Sciences

### Faculty Meeting Minutes

January 9, 2013

- I. Communications
  - A. Chair position announcement– Fort Hays State University
  - B. Biological Sciences Newsletter
  - C. Enrollment Report 1/7/2013
  - D. Fall Undergraduate and Graduate Grade Distribution
- II Minutes from the December Faculty Meeting were approved by consensus (Calvert/Chambers).
- III Announcements & Discussion
  - A. Spring Calendar of Events – CDS Calendar
    - 1. February 6 – Faculty Meeting – President Perry, Provost Lord, Dean Ornes
    - 2. February 7-9 ISHA Convention
    - 3. February 18 – Open House – Chambers a.m.; Smitley p.m.
    - 4. February 27 – Faculty Meeting
    - 5. March 8 – Graduate Application Meeting – 8:00-1:00
    - 6. March 27 – Faculty Meeting
    - 7. Transfer Advisement: April 4 (Calvert), April 17 (McNamara), April 22 (Fahy), May 28 (Richard), June 20 (Wilson), July 15 (Goldacker), August 13 (Chambers)
    - 8. April 24 – Faculty Meeting
  - B. Chair Discussion Items
    - 1. The final Spring Class Schedule and Final Exam Schedule were distributed. They are saved on the Faculty drive under schedules. The Summer schedule is also final and was distributed.
    - 2. A revised Fall 2013 Schedule and tentative Spring 2014 Schedule were distributed for feedback. There will be changes in assignments based on hiring, but fall needs to be finalized fairly soon.
    - 3. The current schedule for Special Topics was distributed.
    - 4. Comprehensive Exam Results
      - a. All graduate students successfully passed both the oral and written exams.
      - b. Summary data on the written was the highest results in recent memory. Summary data was shared with faculty that included individual and class averages content area on both written oral components.
      - c. Student comments were positive regarding the oral case presentation format.
    - 5. Search Committee Update
      - a. Three candidates are scheduled for interviews in January on Wednesdays – January 16, 23, 30. Itineraries for the interviews were distributed.
      - b. Students should be invited to the teaching sessions and provided with evaluation forms.
      - c. The Provost has approved the possibility of hiring two applicants, pending results of the interviews to meet program needs.
    - 6. Jill Vogt and Brooke Capp received Graduate Student Research/Creative Activity Awards.
    - 7. Faculty were reminded to check class rosters for accuracy, particularly clinic.
    - 8. Advisors will be required to complete Satisfactory Academic Progress (SAP) forms as part of a federal mandate. Forms and instructions were discussed; advisors should have received more explicit information via email.
    - 9. Carl left most of his books, video tapes, and materials in his office. Faculty should take any materials they would like within the next week (i.e., by January 18). Students will be allowed to take textbooks following faculty completion. Materials remaining will be discarded.
    - 10. Carol's graduate assistant has a client during the lab time for Phonetics. Gail asked if

anyone else could dedicate their GA to assisting Carol with the lab time. Frank will investigate a change in the client assignment.

11. Equipment requests are due in the Dean's office next Monday. Tena suggested a new audiometer; she is experiencing problems with the current one. She will get specifications to Gail to submit to the Dean.
12. David Finch has agreed to speak next fall as the keynote speaker for the Autism Conference. Faculty were asked for suggestions for the in-service speaker. The Special Events Committee will need to meet to review possible dates to coordinate with the Doudna schedule.
13. The cost for printing and laminating student posters is mounting when all members of the class are presenting at ISHA. The faculty will continue to print them this year, but will re-evaluate the cost at the end of the year to determine if it should be the student's expense or responsibility for state and local presentations.

C. Clinic Director

1. The Clinic scheduling meeting was set for April 3 at noon.
2. TB tests for this semester are scheduled for 1/8, 1/15, and 1/17.
3. The discharge criteria was distributed and reviewed.
4. All faculty are planning to attend ISHA, so clinic will be cancelled on Thursday, February 7 since there will not be any master coverage. Faculty were reminded to complete travel applications.
5. Several issues have come in regard to security procedures in the Department/Clinic. General consensus was to begin leaving all doors in the Department set to lock. Faculty who need to enter a room will need to use their key. Additional security issues will be addressed by the Clinic Committee and recommendations will be brought back to the faculty. Specific issues included evening hours, procedures to send an alert, and building access.
6. Frank reminded faculty to invite parents or clients to your office if an extensive discussion regarding progress is necessary to maintain confidentiality in the waiting area and video center.
7. The Master Coverage schedule for Spring 2013 was emailed to all faculty.

D. Committees

1. Assessment: Jill distributed a summary of low ratings for the fall semester and reviewed procedures for faculty.
2. Honors: Jill has revised the application form and asked faculty to be thinking about candidates for the undergraduate honors program.
3. Technology
  - a. Becky reviewed procedures for use of Elluminate with the Distance Education Cohort. She explained options for break-out rooms for group discussions.
  - b. Frank will be the direct supervisor within the Department for the Technology Assistant. Faculty requested that he work on developing more expertise with D2L, website, and Pantherfile.
4. Awards: Brenda asked faculty to forward nominations for the NSSLHA Distinguished Graduate Student Award to her. They are due February 1.

cc: Dean Ornes  
Provost Lord  
Booth Library Archives

